

New Orleans Baptist Theological Seminary

ORIENTATION FOR NGA HUB STUDENTS

January 2014

We have addressed frequently asked questions within this document. Please save this document and download a copy of the 2013–2014 catalog from the NOBTS website.

WHAT IS THE GATEKEEPER? The **NOBTS** Gatekeeper is an **electronic** weekly publication including system-wide seminary information as well as specific information relating to the New Orleans campus. The **NGA** Gatekeeper is an **emailed** bi-monthly publication including some system-wide seminary information, but mostly information pertaining to North Georgia Hub students.

HOW DO YOU KEEP UP WITH CURRENT INFORMATION? First, keep up with system-wide seminary information by accessing the NOBTS Gatekeeper on-line on a weekly basis. The NOBTS Gatekeeper may be accessed via the NOBTS website (www.nobts.edu) and click **On-line Gatekeeper**. Second, we publish the **NGA Gatekeeper** twice a month with information you need to know. Please make sure you read it! Access the NGA Gatekeeper online via the NGA Extension Center website <http://www.nobts.edu/Extensions/NGA/NorthGeorgia.html> (scroll down to the “Gatekeeper” section). Third, we have an announcement board on the third floor hallway of Johnson Ferry Baptist Church and a bulletin board in the NGA library across Johnson Ferry Road in Building C-115 of the office complex. Fourth, we occasionally send out e-mail blasts to all students so make sure you keep your **Self-Serve e-mail account** information current. Update your Self-Serve information each semester when you register for classes!

IS WIRELESS INTERNET AVAILABLE AT JFBC? Yes!

******Hopefully, soon students, faculty, and staff will have wireless capacity in the NGA library also.

IS LUNCH AVAILABLE AT JFBC? Lunch is available in the JFBC cafeteria (Magnolia Room) on Mondays only with occasional off days when JFBC has events. The cost of the lunch is \$6 for one meat, two sides, salad or soup, dessert and beverage. Snack lunch options, pastries, and coffee are available at the first floor coffee shop that is located by the JFBC bookstore in center atrium. The proceeds from the coffee shop go to support JFBC mission endeavours.

WHAT DO I NEED TO DO AS AN NOBTS STUDENT WHILE AT JFBC? We ask your help with several things. (1) You are required to wear your student ID while in the building. Please adhere to this JFBC security measure. (2) You are required to park in the lot across the driveway from the South Main Entrance. Please do not park on the north side of the building or in the lots closer to the building. The church needs these lots open for parents with preschoolers and others involved in church ministries. (3) We ask that you dress appropriately and act appropriate at all times. JFBC has been so gracious to provide us classroom space. Please help us in presenting our best to the church by not loitering in the vaulted lobby area and assisting them by depositing your trash in trash cans.

HOW DO I GET INVOLVED IN THE LIFE OF THE SEMINARY? Developing relationships is an important part of seminary life. Graduate students should take DISC5170 Spiritual Formation I and DISC5171 Spiritual Formation II in the first complete year of studies which affords students relational opportunities in a small group setting. Undergraduate students take CMCM1110 Personal Spiritual Disciplines (PSD) as the schedule permits, but we encourage students to take PSD in their first year of study. Also, participation in the monthly chapels provides the opportunity for students to worship

together and build community through prayer, praise and proclamation of God's Word. **Chapels meet once a month from 11:30am to 12:25pm.** Morning classes end at 11:25am and afternoon classes resume at 1:00pm to allow time for chapel and a 30 minute lunch break. In addition to chapels, students have the opportunity to share the lunch-hour together on Mondays which will feature additional ministry events, prayer times, and visiting SBC entity leaders from GA Baptist Convention, IMB, NAMB, etc. Also, students are encouraged to exchange e-mail addresses and phone numbers as well as connect with each other outside of class. **Building meaningful relationships** with other persons in ministry will make your seminary journey a treasured experience. Also, these relationships are helpful as you make plans to travel to the New Orleans campus for hybrid courses, workshops, and special event courses.

HOW DO I APPLY FOR SCHOLARSHIPS? The Financial Aid Office in New Orleans makes an online grant application available September 1-30 and April 1-30 for students to apply for scholarships (available www.nobts.edu, click Financial Aid). Each student is responsible for completing the online application during September to be considered for spring semester scholarships and during April to be considered for fall semester scholarships. Typically, the Financial Aid staff will mail a letter or send an e-mail indicating if you have received funds. The funds are credited to the student account in the Business Office. No funds are issued directly to the student, but to the student's NOBTS account.

WHAT CONSTITUTES FULL-TIME STATUS FOR NOBTS SCHOLARSHIPS?

***New Orleans Campus Students** - Full-time for main campus students is 12 hours for undergraduates, 9 hours for Masters level, and doctoral students must be actively enrolled. Full-time status for Financial Aid purposes includes only on-campus, hybrid, and Saturday classes. Internet courses, independent studies, special event courses, and workshops DO NOT count toward full-time.

***Extension Center Students** - **Two classes** is the full-time student status requirement for NOBTS Financial Aid purposes. The two classes must be Monday on-campus courses or Thursday, Friday, or Saturday hybrid, on-campus courses. Internet courses, independent studies, special event courses, and workshops DO NOT count toward full-time status. Your insurance and/or student loan company may require you to have more credit hours to achieve full-time status for their purposes. Please check with your insurance agent or loan provider if you have additional questions about meeting their requirements for full-time status. NOBTS does not dictate what those agencies require of you.

WHAT IF I DROP A COURSE AND I HAVE RECEIVED A SCHOLARSHIP?

If you apply and receive an NOBTS scholarship and then fail to uphold the full-time student status during the semester of the scholarship award, the scholarship monies will be removed from your NOBTS account plus you may incur potential penalties and fees for withdrawing from classes.

WHERE IS THE NGA LIBRARY? The NGA Library is across Johnson Ferry Road in **Building C** of the office complex. The library entrance is at the back of the building. The library hours adjust each semester to accommodate when the majority of students are on campus, usually Monday through Thursday. The library hours appear in the NGA Gatekeeper and on the building window by the entrance. Currently, wireless internet is NOT available in the NGA library, but computer stations with internet are available as well as a copy machine for xeroxing. The xerox fee is 10 cent per copy.

WHAT ABOUT GETTING TEXTBOOKS FOR CLASSES? Students are responsible for obtaining textbooks before classes begin. Go to www.nobts.edu, click on the tab for Extension Centers, click on North Georgia Campus, and click on the link to the NGA bookstore. Select North Georgia **graduate textbooks** or North GA **undergraduate textbooks**. You can also go straight to the link at

http://www.freewebs.com/gmorris_nobts/. When you click on any textbook under any course, you will be linked immediately to amazon.com where you can begin a cart for textbook purchases.

IS CLASS ATTENDANCE REQUIRED? YES!! Attendance policies are in the catalog and usually appear on each class syllabus. Attendance policies are based on the type of delivery system (weekly, bi-weekly, hybrid, workshop, etc.) and the credit hour for the course (1, 2, or 3 hours). Students are expected to attend class unless prevented by illness or emergency. NOBTS does not have excused absences. Class periods missed because of late enrollment will be counted as absences. In addition, three occasions of arriving late or leaving early will count as one absence. After missing the maximum allowable hours, an automatic grade of “F” is assigned. No absences are allowed in academic workshops or one-week summer classes.

The maximum number of absences without failure for classroom courses is as follows:

Graduate Absence Policies –

- 1-hour course – 3 classroom hours absent
- 2-hour course – 6 classroom hours absent
- 3-hour course – 9 classroom hours absent
- 4-hour course – 12 classroom hours absent

Graduate Hybrid Policies –

- Hybrids that meet 4x a semester – students can only miss one of the four class sessions
 - Hybrids that meet 6x a semester – students can only miss one of the six class sessions
 - Hybrids that meet 8x a semester – students can only miss two of the eight class sessions
- Graduate students missing more than the maximum number of absences may refer to the Academic Grievance Procedures in the Graduate Catalog.*

Undergraduate Absence Policies

- 1-hour course – 3 classroom hours absent
- 2-hour course – 6 classroom hours absent
- 3-hour course – 9 classroom hours absent

Undergraduate Hybrid Policies

- Hybrids that meet 4x a semester – students are not allowed to miss any of the four sessions
- Undergraduate students missing more than the maximum number of absences may only appeal to the Dean of Leavell College to have the grade of “F” changed.*

WHY IS YOUR ENTRANCE CATALOG IMPORTANT? As long as you are *continuously* enrolled in this degree program, you will be required to meet the requirements within your entrance catalog. If you are out of school for one semester you will have to complete a one-page application for re-admission. If you are out of school for 2 full semesters or longer, **you will have to complete the application process again** and enter under the newer catalog as well as meet the degree requirements within that new catalog.

DO I HAVE TO MOVE TO NEW ORLEANS TO COMPLETE MY DEGREE? NO!

DO I HAVE TO TAKE ANY CLASSES IN NEW ORLEANS TO COMPLETE MY DEGREE? YES!

Every NOBTS graduate student must take a minimum of 18 credit hours of the degree on the main campus in New Orleans. Every Leavell College (undergraduate) student must take a minimum of 12 credit hours of the degree on the main campus in New Orleans. Classes are offered through a variety of delivery systems (weekend courses, workshop courses, NOLA Thursday, Friday, or Saturday hybrid courses, special event courses, etc.) to accomplish these on-campus credit hour requirements.

WHAT IS RED CARPET WEEK? Red Carpet Week is the May Workshop week in New Orleans which includes special emphasis given to hosting extension center students. Some special events include, but are not limited to, chapel led by the President, Campus Life activities, a couple of FREE meals (New Orleans style), possible city tour, and other family activities. We encourage each of our extension center students to attend at least one Red Carpet Week during their seminary training so that they have an opportunity to build relationships with main campus professors, gain a broader understanding of the seminary, engage in campus life, and experience some of the New Orleans cuisine and culture. Usually, Red Carpet Week occurs the third week of May following the completion of May graduation exercises.

WHAT ARE THE EXPECTATIONS FOR TAKING A WORKSHOP? Workshop Registration deadlines usually occur one month prior to the workshop and all individual workshop deadlines are listed on the graduate and undergraduate workshop schedule located on the NOBTS website. Each student registered for a workshop is responsible for visiting the NOBTS website workshop schedule to download the course syllabus to complete course pre-assignments and purchase textbooks prior to arrival for workshop.

WHAT DO I DO ABOUT ACCOMMODATIONS FOR NEW ORLEANS WORKSHOPS?

Each student is responsible for making travel, housing, and meal arrangements for a New Orleans campus workshop. Reasonable housing options such as dormitories, Mission Lab housing, and hotel style rooms exist on the main campus and each student may contact **Providence House** to make room reservations. <http://www.provhouse.com/> **Email:** ph@nobts.edu **Phone:** (local) 504-944-4455 or (toll-free) 1-888-886-7276. Check to make sure the cafeteria is open the week of your workshop.

WHAT DO I DO ABOUT ACCOMMODATIONS FOR MARIETTA WORKSHOPS?

Each student is responsible for making travel, housing, and meal arrangements for a Marietta campus workshop. Hotel options exist within a 10-mile radius of Johnson Ferry Baptist Church. Some hotels are Crestwood Suites of Marietta-Roswell, East Lake (Marietta, GA); Hampton Inn (Marietta, GA); Crowe Plaza (Atlanta, GA); Hilton Garden Inn NW (Atlanta, GA); Holiday Inn Express (Atlanta, GA); and Comfort Inn Buckhead North (Atlanta, GA).

HOW DO I KNOW HOW TO PLAN FOR FUTURE CLASSES? All courses are provided through an on-going 3-year cycle for NOBTS graduate students and 4-year cycle for Leavell College (undergraduate students).

****COURSE-CYCLE ALERT:** Students are responsible for following the course cycle rotation. At some time in the future, if a student is unable to take an offered class in the cycle, the student must look for an alternative delivery of the “skipped” course. An alternative delivery of the course may be an Internet course, a workshop or hybrid course or the student may wait until the full cycle has completed before the “skipped” course will re-appear in the schedule. Also the course may appear on the New Orleans campus schedule for the student to obtain on-campus credit hour requirements.

WHERE DO I FIND ADMINISTRATIVE HELP AND ACADEMIC COUNSELING? On Mondays, NGA faculty and staff are available throughout the day in **room 348 at JFBC**. You also can reach the NGA faculty and staff by visiting the offices across Johnson Ferry Road, **Building C-**

115, or calling 770-321-1606, or e-mailing. The e-mail addresses can be accessed at the North Georgia Extension Center web page of the NOBTS website www.nobts.edu.

ARE INDEPENDENT DIRECTED STUDY (IDS) COURSES AVAILABLE? An IDS course is highly discouraged and rarely approved when a student has failed to follow the course offerings available through the variety of course delivery systems (hybrid, online, weekly, bi-weekly, workshop, New Orleans campus, special event, etc.). A student must be within one semester of degree completion to be a candidate for an IDS course. Submission of an IDS course request must occur approximately 8 weeks prior to the beginning of the desired semester and is initiated by the student to a specific professor who will create the course syllabus and supervise the course requirements.

***Policy for Independent Directed Study:** A 3-year rotation of courses in all venues of presentation (*hybrid, semester-long, Saturday, workshop, and Internet*) and in all categories of location (*New Orleans campus and extension centers*) such that a student will have ample opportunity to have taken the "required" course in the time-frame of a 3-year period. Considerations for an IDS substitution for a "required" course **will in all likelihood not be approved**. The Independent Directed Study course should only be used by a student who wants to delve into curriculum or study materials that are outside of the regular course offerings of the Seminary. These studies should be rigorous, complex, and exhaustive. They will require time on the part of the student and faculty member, but are designed to enhance the curriculum of the student. They will include face-to-face dialogue with the professor.

WHAT IS SELF-SERVE? Each student must have an **NOBTS Self-Serve account** with the seminary for which the student completes online applications, registers for classes, makes payment to the Business Office, views unofficial transcript, updates contact information, etc.

WHAT IS BLACKBOARD? Each student must have a **NOBTS Blackboard account** with the seminary which professors use for teaching their courses. When you register for a **hybrid** or an **Internet** course, the Blackboard component of the course is locked so you cannot enroll in the Blackboard course until the semester begins. When you register for a traditional classroom course or a workshop, the Blackboard course most likely is available for you to enroll before the semester begins. You may complete a Blackboard search using the course ID # followed by the professor's initials, example: CEEF6301AB (CEEF6301 Philosophical Foundations, Dr. Angie Bauman).

HOW DO I REGISTER FOR CLASSES? ONLINE - Go to the NOBTS website (www.nobts.edu) and log on to **Self-Serve** (formerly IQWeb). Locate classes by the delivery system (*hybrid, traditional, online, workshop, Saturday, etc.*). Each delivery system has a different tuition rate; therefore, registration must occur through separate registration windows. You may register online during orientation or register online at home using the instruction sheet you receive. Failure to **register and pay** by the Final Day for Tuition Payment, **Friday, January 17, 2014 at 5:00 pm** (CST) will cost you a **\$110 late registration fee**.

HOW DO I PAY FOR CLASSES AND WHEN IS THE MONEY DUE? To complete your registration, you must make arrangements to cover the entire tuition cost by the Final Day for Tuition Payment, **Friday, January 17, 2014 at 5:00 pm** (CST). You may pay by check, credit card

or through the **Official Payments**, the student loan provider for students' monthly tuition payment plans. Your payment is **due in the New Orleans Business Office by January 17, 2014 5:00 pm** (CST). Failure to pay your full tuition or establish an Official Payments agreement, or other guarantee letter by **January 17, 2014** will result in a **\$110 late payment fee**.

WHAT DO I NEED TO DO IF I DECIDE TO DROP A CLASS? Drop/Add period is only open without financial tuition penalty through **January 31, 2014** for semester-long traditional and bi-weekly courses. Thursday, Friday, and Saturday (4-meeting hybrid courses) can be dropped before the second class meeting, **February 13, 2014**. The cost to drop/add a course during this period is **\$20 per drop** and **\$10 per course addition**.

HOW DO I WITHDRAW FROM A COURSE AFTER DROP/ADD EXPIRES? After **January 31, 2014** you can withdraw from a course, for a **\$50 withdrawal fee**, and receive a prorated refund of tuition. If the class withdrawal takes place from the third week through the fourth week, the student may receive a refund of two-thirds tuition minus a \$50 class withdrawal fee per course. If the student withdraws from the beginning of the fifth week through mid-term (Fall Break or Spring Break), the student may request refund for half of the class tuition, minus a \$50 class withdrawal fee per course. You may withdraw from a course as late as **May 1, 2014**, and receive 1/3 tuition refund, minus \$50 withdrawal fee. If you have paid through the Tuition Payment Plan program, you will be held liable for repaying those funds. Students earn a grade of WP (withdraw passing) or WF (withdraw failing) from the course professor based on your completion of course work. **After May 1, 2014, you may not withdraw from a course.**

IF SOMETHING HAPPENS THAT MAKES ME HAVE TO WITHDRAW FROM SCHOOL, WHAT DO I DO? You must contact your academic advisor (NGAadvisor@nobts.edu) to complete the paper work. You will receive a prorated refund (less the **\$100 withdrawal fee**), withdrawal must be completed by **May 1, 2014**. In the case of emergency, an EW (Emergency Withdrawal) can be requested by contacting NGAadvisor@nobts.edu.

WHAT TESTING IS REQUIRED FOR LEAVELL COLLEGE UNDERGRADUATE STUDENTS? Leavell College (undergraduate) students will have two types of tests during orientation: two English Tests (for placement) and one Leavell College Entrance Exam (not for placement). There is no fee for any of these exams.

WHAT TESTING IS REQUIRED FOR NOBTS GRADUATE STUDENTS? None!

WHAT IF I HAVE ATTENDED ANOTHER COLLEGE/SEMINARY AND WANT TO TRANSFER COURSE CREDIT?

***NOBTS Graduate Students** - You must request from each school you have attended an official transcript to be sent to the **NOBTS Registrar's Office**. You must also send \$25 transcript evaluation fee to the Registrar Office with the transcript evaluation form found on the NOBTS website. The fee is \$25, one-time fee regardless of how many schools you have attended.

***Leavell College Undergraduate Students** - You must request from each school you have attended an official transcript to be sent to the **Leavell College Office**. You must also send \$25 transcript evaluation fee to the Leavell College Office with the transcript evaluation form found

on the NOBTS website. The fee is \$25, one-time fee regardless of how many schools you have attended.

WHAT IS THE SEMINARY POLICY ON PLAGIARISM? 1. Definition of Plagiarism:

Students are given the task of writing papers in order to help them learn how to think critically about the ideas of others and to present the result of their analysis in a readable form. Plagiarism defeats these purposes by cheating the student out of an opportunity to grow. Plagiarism is, therefore, a failure to distinguish between the work of the student and the work of others, either intentionally or unintentionally. It may take several forms: a. Taking one or more sentences verbatim from a source and inserting it into a paper without the proper citation is plagiarism. The student should note that a failure to document credit for a direct quotation is also a violation of copyright law. (See Student Handbook section on Electronic Reserves.) b. Representing the words or ideas of another person as your own words or ideas is plagiarism, even if you summarize. However, loosely paraphrasing a sentence without proper citation also is plagiarism. c. Borrowing without proper citation such things as an outline, an idea, or an approach to dealing with a problem that is unique to an author is plagiarism. This type of plagiarism often results from poor note taking on the part of the student. d. Plagiarism also can result from improper methods of citation. The student is responsible for learning the appropriate rules for citing sources and for following those rules throughout the paper. Ignorance of rules of citation is not an excuse. e. In addition, plagiarism is a violation of the use of the seminary's computing resources. (See Student Handbook section on Computer Use Policy Violations.) For other definitions of plagiarism and ways to avoid it, see Robert A. Harris, *The Plagiarism Handbook: Strategies for Preventing, Detecting, and Dealing with Plagiarism* (Los Angeles, CA: Pyczak Publishing, 2001.)

2. Consequences for Violations of Plagiarism: When a professor discovers a student has committed plagiarism, the professor should report this violation to the Dean of Students. In making this report, the original copy of the paper in question is supplied to the Dean of Students for the purpose of documentation. A letter of warning will be issued from the Dean of Students Office to the student notifying him/her of the violation. This letter will serve as the official notice of the violation, and a copy will be placed into the student's permanent file along with the copy of the student's paper(s). Copies of the letter will be forwarded to the appropriate Academic Dean, the Registrar, the Professor, and the Provost. This letter will state clearly that if the student plagiarizes a second time, the offense will be reported to the President. At the discretion of the President, a second offense of plagiarism may result in the student's dismissal from the seminary

WHAT ARE THE FINAL EXAM POLICIES FOR NOBTS and LEAVELL COLLEGE?

NOBTS and Leavell College policy is that students may not take their final exam before the scheduled day and time.

***NOBTS Graduate Students** - You may request a late final exam by petitioning the Graduate Dean of NOBTS via a written request.

***Leavell College Students** - You may request a late final exam by petitioning the Dean of Leavell College via a written request.

IMPORTANT REMINDER: Keep a copy of everything you turn in, mail or e-mail to NOBTS faculty and staff – assignments, papers, administrative documents, request forms, etc. If something gets lost in the mail or cyberspace, you can send the appropriate faculty or staff another copy.

Leavell College Students Only!

RESEARCH & WRITING / SENIOR SEMINAR: Research and Writing may be taken at any time after you successfully complete English Composition or transfer the equivalent course for English Composition. Leavell College faculty encourage you to take Research and Writing as soon as possible for two reasons: (1) The class will help you understand and use the NOBTS writing style manual (Kate Turabian) and assist you in the writing of many papers you will be assigned while in Leavell College, and (2) Successful completion of Research and Writing (earning a passing grade) is required before you may enrol in Senior Seminar. DO NOT wait until your final year to take these two classes.

WHERE DO I GO TO FIND . . .

NGA Hub Resources (Use the link below for Leavell College and Graduate Course Schedules, directions to the NGA Hub, accessing the Gatekeeper, information on textbooks for classes, Workshop Course Schedules, and Saturday Graduate Class Course Schedules).

<http://nobts.edu/Extensions/NGA/Resources.html>

NGA Hub Helps (Use the below link to find Faculty/Staff contact information, view important upcoming dates, or access the Turabian Tutor).

<http://www.nobts.edu/Extensions/NGA/NGA%20Helps.html>

Library Resources (Use the link below to access the online catalog for the Main Campus/Extension Center Libraries and to search EBSCOhost or other electronic databases).

<http://nobts.edu/Library/>

Self-Serve (Use the below link to registrar for classes, view student financial information, and view posted grades and/or unofficial transcript).

<https://selfserve.nobts.edu>

Blackboard (Use the link below to access the online component of hybrid or traditional classes).

<http://nobts.blackboard.com>

Registrar's Office Forms (Use the below link for transcript request forms, FACTS information, various student request forms, class drop/add forms, verification of enrolment forms, and the Graduate Catalog).

<http://nobts.edu/Academics/RegistrarResources.html>

Student Handbook (Use the below link to access the NOBTS Student Handbook for information on a variety of NOBTS policies)

http://www.nobts.edu/resources/pdf/Students/NOBTS_Handbook2012-2013_Web_Rev2.pdf

WHAT IS THE CONTACT INFORMATION FOR THE NGA OFFICES?

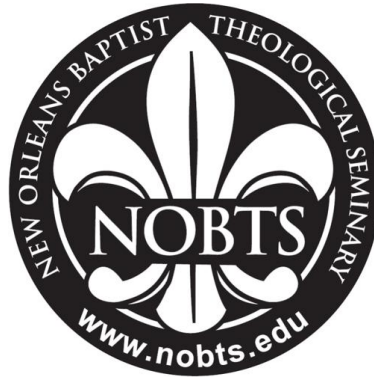
NOBTS

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